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ORGANIZATION STRUCTURE

MONTANA

STATE HIGHWAY COMMISSION

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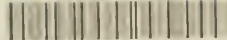
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STATE OF MONTANA
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FOREWORD

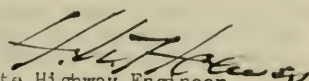
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The accompanying outline of the organization structure of the Highway Department, approved by the Commission on February 3, 1942, is a development growing out of a comprehensive study in cooperation with the Governor's Reorganization Staff, and the Committee on Reorganization and Economy.

It will be observed that a uniform nomenclature of the various organization units has been adopted, and that there has been established definite responsibility for all operating functions; an arrangement that insures maximum efficiency at a reduced overall operating cost.

Although some newly created positions remain unfilled, additional employees will not be needed inasmuch as key positions can be filled, whenever deemed desirable, by transferring qualified employees now on the payroll. Similarly, the discontinuance of some of the former positions has been accomplished merely by transfers within the department, while the discontinuance of other positions will be accomplished by failing to fill vacancies as they occur.

The Department wishes to acknowledge with appreciation the valuable assistance rendered by and full cooperation received from Griffenhagen and Associates, and from the Governor's Committee on Reorganization and Economy, during the organization study.


State Highway Engineer

GENERAL SCHEME OF ORGANIZATION

All functions of the department are allocated to three major Divisions - Engineering Division, Administrative Service Division, and Accounting Division.

Operating functions for which the three major Divisions are responsible, are grouped into twelve Sections. Each Section, headed by an appropriate officer, reports directly to the head of the Division embodying the functions of that particular Section.

The field organization comprises ten Districts, each headed by a District Engineer reporting to the Road Construction and Maintenance Section with respect to all matters pertaining to the construction, maintenance and betterment of roads, and the construction of those bridges not handled directly by the Bridge Section.

ENGINEERING DIVISION

The Engineering Division embodies six of the twelve headquarters Sections, and the ten field Districts. Headquarters Sections are designated as follows:

- Road Construction and Maintenance Section
- Road Design Section
- Office Engineering Section
- Testing and Research Section
- Traffic and Planning Section
- Bridge Section

Road Construction and Maintenance Section

This Section is headed by a Road Construction and Maintenance Engineer reporting to the Engineering Division and functioning through three staff subordinates - a Road Construction Engineer, a Maintenance Engineer, and an Equipment Engineer. Instructions issued by either of the three staff subordinates to a District Engineer, are issued in the name of the Road Construction and Maintenance Engineer, under such delegation of authority as he may choose to allow each of the staff members.

Road Design Section

This Section is headed by a Road Design Engineer reporting to the Engineering Division and functioning through three staff subordinates - a Road Survey Engineer, a Road Plans Engineer, and a Right-of-Way Engineer. Additional to the normal functions of this Section, the Road Design Engineer will confer with the Bridge Construction Engineer with respect to the location of bridge sites and grade separation structures. The general supervision of road-side development projects in which the federal government may participate, will be handled by a staff member responsible to the Road Design Engineer.

Office Engineering Section

This Section is headed by an Office Engineer reporting to the Engineering Division and functioning through two staff subordinates - a Contracts Engineer, and an Estimates Engineer. The functions of checking, verifying and approving payments to contractors on all road and bridge construction projects is included within the scope of the activities of this Section.

Testing and Research Section

This Section is headed by a Materials Engineer reporting to the Engineering Division and functioning through three staff subordinates - a Field Testing Engineer, a Laboratory Testing Engineer, and a Head Research Chemist.

Traffic and Planning Section

Functions usually carried on by the Planning Survey, will be performed by the Traffic and Planning Section. This Section is headed by a Planning Engineer reporting to the Engineering Division and functioning through three staff subordinates - a Statistician, a Traffic Engineer, and a Head Map Draftsman.

Bridge Section

This Section is headed by a Bridge Engineer reporting to the Engineering Division and functioning through three staff subordinates - a Bridge Design Engineer, a Bridge Construction Engineer, and a Bridge Maintenance Engineer. Although this arrangement provides for coordination of three principal functions and effects placement of responsibility for each of those functions, additional employees will not be needed. The preparation of contract plans constitutes the responsibility of the Bridge Design Engineer. The Bridge Construction Engineer will supervise the preparation of project-agreement estimates, special contract provisions, progress and final estimates, and exercise control of bridge construction operations and, in cooperation with the Road Design Engineer, determine the location of bridge sites and grade separation structures. The Bridge Maintenance Engineer will exercise control of drilling operations, and assume responsibility for subsoil surveys, in addition to duties involving the repair and maintenance of structures. As set forth under Office Engineering Section, progress and final estimates will clear through the Office Engineer for checking, verifying and approval.

ADMINISTRATIVE SERVICE DIVISION

The Administrative Service Division headed by the Secretary - Attorney, embodies three headquarters Sections - the Office Service Section, the Processing Section, and the Right-of-Way Acquisition Section.

Office Service Section

This Section, headed by a Service Manager reporting to the Secretary - Attorney, functions as a unit to render office service to all Divisions and Sections of the department. A service including extra

stenographic service, messenger service, telephone service, mail service, office supply stockroom service, and the maintenance and servicing of central files.

Processing Section

This Section headed by a Processing Supervisor reporting to the Secretary - Attorney, exercises control over all blueprinting, photographing, duplicating and other related processing services for all Divisions and Sections of the department. Operation of the multilith machine, stencil cutting and mimeographing services also are centralized in this Section.

Right-of-Way Acquisition Section

This Section headed by a Chief Right-of-Way Agent reporting to the Secretary - Attorney, exercises control over matters related to the acquisition of right-of-way, that are not strictly of an engineering nature. It will have been noted that engineering activity in connection with rights-of-way, is a function constituting a unit of the Road Design Section.

ACCOUNTING DIVISION

All related accounting and cost-accounting functions are embodied by the Accounting Division which is headed by a Chief Highway Accountant functioning through three subordinate organization Sections - a Work Control Section headed by a Budget Supervisor, a General Accounts Section supervised by a Head Bookkeeper, and a Tabulating Section headed by a Tabulating Supervisor.

PERSONNEL AND PUBLIC RELATIONS

Matters relating to field District personnel will clear through the Road Construction and Maintenance Section to the Personnel and Public Relations Secretary. Matters relating to headquarters personnel will clear through the appropriate Division Head to the Personnel and Public Relations Secretary. This officer will also exercise functional supervision of Port-of-Entry Attendants, and function with respect to activities related to public contacts, the dissemination of highway information, and publicity.

FIELD DISTRICTS

Each field District, headed by a District Engineer, is vested with responsibility for road construction and maintenance activity within a particular District, through an operating staff of engineers, mechanics, sectionmen and field crews.

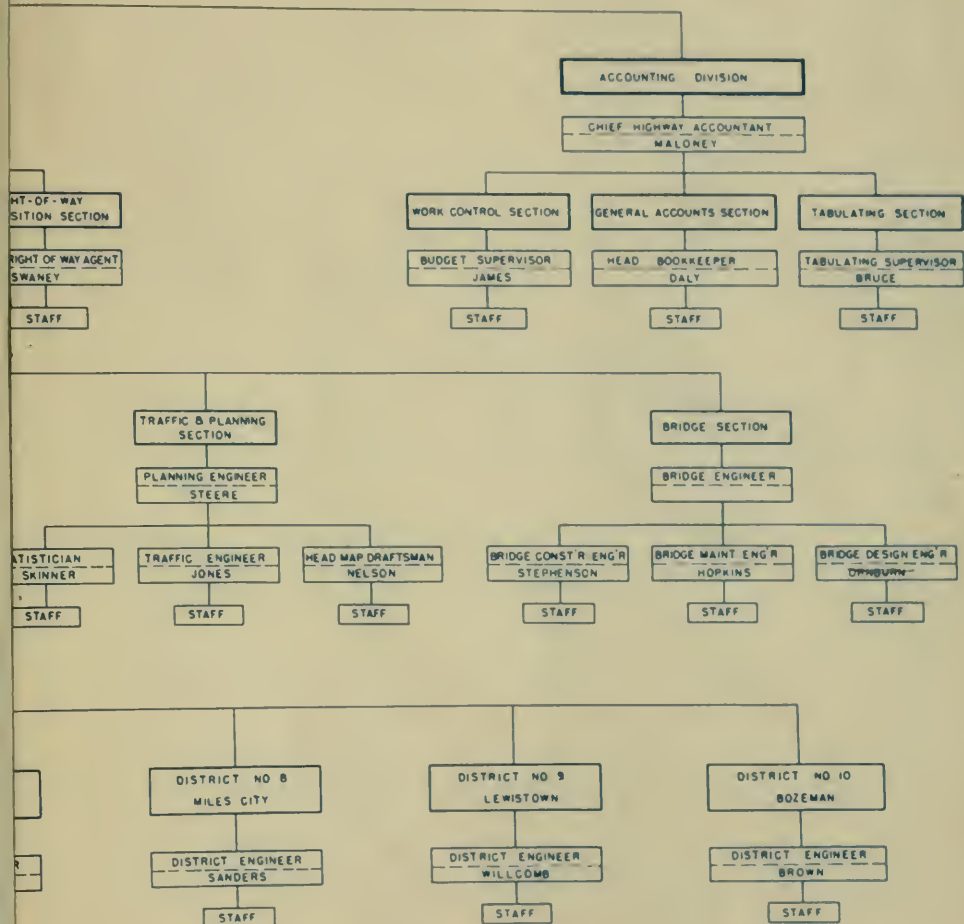
WAR EMERGENCY UNITS

War emergency units set up by the federal government, such as the Highway Traffic Advisory Committee to the War Department, and the Public Work Reserve Committee, function as detached units with the exception that the review of public work reserve documents will pass through District offices for review and recommendation prior to action by the Public Work Reserve Committee.

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